

RHODE ISLAND LOTTERY

REQUEST FOR PROPOSALS

DRAW MACHINE



**1425 PONTIAC AVENUE
CRANSTON, RI 02920
401-463-6500
WWW.RILOT.COM**

SECTION A – GENERAL INFORMATION

1. LOCATION

- A. The Division of Lotteries of the Rhode Island Department of Revenue, (hereinafter RIL) is located at 1425 Pontiac Avenue, Cranston, Rhode Island 02920.

2. GENERAL

- A. The purpose of this Request for Proposal (RFP) is to solicit cost proposals from qualified vendors to supply one (1) drawing machine for the RIL's four-digit Numbers Game as specified in this RFP.
- B. The RIL reserves the right to accept proposals in whole or in part and to negotiate terms, conditions, and provisions in addition to those stipulated in this RFP.
- C. The RIL reserves the right to award this bid on price alone.
- D. The laws of the State of Rhode Island, including the State's General Conditions of Purchase, shall govern any purchase resulting from this RFP.
- E. Prior to the award of this bid, if the selected awardee is an out-of-state vendor that has not previously provided services to the RIL, the vendor will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation with the Rhode Island Secretary of State, on its website, www.sos.ri.gov, and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.
- F. It is the policy of the RIL to make every effort to assure the participation of small, minority, and female-owned businesses pursuant to Section 4 entitled, "Vendor Qualification", of the RIL's procurement regulations, promulgated pursuant to 37-2 of the General Laws of the State of Rhode Island and as mandated in Title 37, Chapter 14.1 of the General Laws of the State of Rhode Island entitled, "Minority Business Enterprise".

SECTION B – REQUIREMENTS OF RESPONDENTS

1. SUMMARY DESCRIPTION OF VENDOR

- A. Vendors must provide the following information in their bid response:
 - Date of establishment of company – public or private company
 - Principals of company and organization structure
 - Annual sales history for previous five (5) years

- Machine manufacturing location
- Summary description of resources and financial stability of company
- List of both current and past lottery customers

2. BACKGROUND INFORMATION

- A. To allow for a complete evaluation of the integrity, background, and character of potential suppliers, each bidding vendor, and parent corporation if the vendor is a subsidiary corporation, shall disclose the following:
 1. The details of any conviction, judgment, and the nature of any investigations by local, state, or federal law enforcement authority in a state or federal court against the vendor or any allegation related directly or indirectly to any business activity involving participation in the lottery business in any state,
 2. The details of any litigation during the past three (3) years that is completed, in progress, or pending between the vendor and any party, private or governmental,
 3. The details of any bankruptcy, insolvency, reorganization, or any pending litigation involving fraud or deceit against the bidder, and
 4. Who, if anyone, will get a commission or other value from vendor, if vendor is selected.
- B. Failure to provide the detailed information required by the RFP may result in disqualification of a bidding vendor from the evaluation process. Selection of vendor shall be at the sole discretion of the RIL.
- C. The RIL may refuse to select a vendor, or any affiliated entity, if any of the following apply:
 1. False statements have been made in any information provided in the above-required disclosures, and/or
 2. Any of the entities, or principals of entities, have been convicted of an offense involving dishonesty, fraud, or any gambling-related offense.
- D. The bidding vendor shall state whether or not any of the following have occurred during the last two (2) years:
 1. Bidding vendor was assessed any penalties under any of its existing or past contracts with any state, provincial, or other

lottery, and if so, indicate the public jurisdiction, the reason for the penalty, and the penalty amount of each incidence,

2. Bidding vendor has had to delay or nullify any contract with any state, provincial, or other lottery, and
3. Bidding vendor, subsidiary, or intermediary company, parent company, or holding company was the subject of any order, judgment, or decree of any state or federal authority barring, suspending, or otherwise limiting the right of the bidding vendor to engage in any business, practice, or activity.

SECTION C - SPECIFICATIONS

1. DRAWING MACHINE REQUIREMENTS

- A. The body of the drawing machine must contain four (4) separate mixing chambers. Each mixing chamber must be capable of drawing a single ball. A loading rack for each mixing chamber is required. The loading rack holds the numbered balls prior to their release into the mixing chamber. Each loading rack shall hold ten (10) balls. The loading rack must be attached to the separation panel for each mixing chamber. Separation panels are required for each chamber. When selected, the ball shall travel from the delivery device in a transparent tube to a selection display receptacle/tray.
- B. The selection display receptacle/tray must be centered between the mixing chambers and attached above the mixing chambers at the top of the drawing machine. The selection display receptacle/tray or delivery area shall be in close proximity to the selection head to allow for constant visual monitoring and broadcast presentation of the selection process. The selection display receptacle/tray shall hold one (1) selected ball for each chamber. A total of four (4) selected balls will be displayed and will have a separation of less than one inch (1") at the final rest between the ends of the delivery trays. A controlled access gate and level is required between each mixing chamber and the selection display receptacle/tray. The gate is required to automatically close after the ball has been selected.
- C. All visible material/substance on the drawing machine must be non-reflective to avoid hot spots during the filming of drawings. A device or method of mixing is necessary in each of the mixing chambers. The machine base cabinet shall be insulated for sound proofing to suppress the noise emitted by the compressor and blower units.
- D. The machine must provide an unobstructed view of the mixing and selection process. The machine must be able to randomly select balls both automatically and manually. All mixing and selection of balls must occur in full view of the drawing team and viewing public. The

balls must be completely visible at all times to the public and the drawing team throughout the broadcast of the ball drop, mix, selection, and delivery process.

- E. The selection process shall be by a remote control and from a control panel on the drawing machine itself with an automatic (one (1) button operation), semi-automatic and interactive (manual) game modes selection capabilities. The semi-automatic mode on the drawing machine shall involve the start of the delivery (dropping the balls). The process would then mix and select the balls automatically. The remote control and control panel on the machine shall allow for the capability of the operator to set the parameters for the game.
- F. The balls will be selected (i) automatically at timed intervals, (ii) manually at the command of the drawing official, or (iii) by remote control operation. The machine must be equipped with easily accessible activation switch for automatic, semi-automatic, or interactive (manual) ball selection.
- G. The machine shall be designed so that the average time for a ball to be drawn is one (1) second or less. The cables for the remote control must not be less than fifty feet (50') in length. Controls for the machine must be able to be operated out of sight of cameras. The machine must be designed in such a manner that the drawing host at the machine will also have the ability to initiate the automatic or manual game mode selection activation. External or remote controls for the gates and mixing method are required.
- H. The machine shall be mobile to allow for movement to and from a storage location to the drawing studio floor. The machine must be mounted on swivel casters/transport wheels, not less than three inches (3") and no more than five inches (5") in diameter, with foot-operated locking capability. Casters must be heavy duty and capable of easy movement over carpeted areas.
- I. The machine must be level.
- J. The machine shall have transport cases or custom crates for the movement to another location or shipment to and from the manufacturer.
- K. The machine must meet or exceed Underwriter Laboratory (U/L) specifications. The machine must operate on standard one hundred twenty (120) voltage and have the capability to be operated by a backup generator in the event that normal power is not available. The machine must come equipped with power cords that meet the proper specifications for operation as well as a backup set of power cords.

- L. The design of the machine must assure the completely random selection of official numbers drawn, and the machine must be tamperproof. Vendors must provide a design of the machine proposed.
- M. A professional diagram/illustration (and photograph if available) of the proposed machine must be included with the bid. The diagram/illustration must include, at a minimum, detailed dimensions, height, width, length, and any other applicable measurements or specifics of the machine.
- N. Vendors must identify any items not specified by the RIL which are necessary for the operation of the machines. The cost of any such items shall be included in the base price to be provided by the vendor.
- O. Vendors must provide a service history for the last five (5) years for the machine being proposed in this bid. Service history should identify any problems in service, installation, and/or repair that have been experienced by other lottery jurisdictions in the utilization of equipment identical or similar to the machine being offer to the RIL.

2. BALL SPECIFICATIONS

- A. Successful vendor will be required to provide forty (40), four (4) ball sets that meet the specifications listed in this RFP. Vendors must indicate how its proposed ball sets meet or exceed the established specifications. All balls shall be designed to prevent the deterioration of the numbers on the surface of the balls.
- B. The balls shall be standard table tennis style balls and will be imprinted a minimum of twelve (12) times.
- C. Each ball set shall consist of ten (10) balls numbered zero (0) through nine (9). The color of the balls shall be white. The color for the numbers must be black. The balls must have a minimum weight of 2.3 grams and a maximum weight of 3 grams. The weight variation in any given set must be plus and minus of .050 grams. The size variation in any given set must be plus or minus .225 mm.
- D. Each ball shall be coated with a smooth, non-reflective clear finish that will enhance the display of the ball and reduce any glare or hot spots.
- E. Successful vendor shall provide certification illustrating the weight and size of the balls in documentation delivered to the RIL with ball sets. Each ball set must be in a sealed case upon receipt.

- F. Successful vendor shall warrant all ball sets against defects including chipping, cracking, and peeling for one (1) year from the date of acceptance. The successful vendor must replace the entire ball set and shall be responsible for all expenses, including replacements and shipping during the warranty period.
- G. Vendors shall include with bid submission a minimum of two (2) sample balls for the ball sets. The sample balls must meet or exceed the specifications set forth in this RFP but do not need to be certified.
- H. Samples required hereunder must be furnished free of expense to the RIL.

3. BALL CASES

- A. Successful vendor shall be required to provide a lockable case for each ball set.
- B. The ball set case shall be of sufficient size to allow for placement of all balls in a ball set.
- C. Each ball set shall be a briefcase style case that can be sealed. The ball set cases must have foam storage inserts.

SECTION D - DELIVERY AND SET UP

1. DELIVERY REQUIREMENTS

- A. Successful vendor shall be responsible for delivery of the machine to the RIL Drawing Studio.
- B. Vendor's bid response must include estimated delivery of the machine to the RIL.
- C. Successful vendor shall provide reusable shipping crates for the machine that can be utilized for the transport of the machine to remote drawing sites. The crates shall be designed to protect the machine from damage during such transport and must include casters to assist in the movement of the shipping crates. The crates shall be designed to open and close easily and repeatedly by use of wing nuts, bolts, or similar hardware. Each crate must open from one (1) side only and include sufficient devices to accommodate seals so the crate can be sealed to prevent any opening or tampering.
- D. All shipments are to be F.O.B. point of delivery.
- E. All shipments shall be sent using qualified contractor(s) and shall meet or exceed the following minimum security and shipping standards:

- Lock and seal cargo services
- Padded and strapped crates
- Coordination of delivery times

- F. Any damage to the goods provided hereunder during shipment shall be the responsibility of the successful vendor.
- G. Goods must be packed in cases and crated appropriately so that damage does not occur during shipping.

2. SET UP

- A. Successful vendor shall be responsible for the setup of the machine in the RIL drawing studio.
- B. Successful vendor shall provide on-site training to RIL personnel upon delivery and set up.

SECTION E – TESTING

1. ON-SITE TESTING

- A. All machine equipment is subject to approval and acceptance by the Lottery after on-site testing is completed. All testing expenses, including the cost of personnel provided by vendor, are the responsibility of the successful vendor. The RIL will employ an independent statistician to develop testing matrices for the machines and ball sets. The independent statistician will analyze test data for randomness as part of the acceptance process. Testing will include the weighing of all balls to ensure weights are within allowable tolerances.

SECTION F – WARRANTY AND MAINTENANCE

1. VENDOR REQUIREMENTS

- A. Successful vendor shall warrant and provide maintenance and repairs including emergency repair on all drawing machine equipment for a minimum of one (1) year from the date of delivery. The successful vendor shall be responsible for all repair expenses, including labor and parts replaced, during the warranty period.
- B. Successful vendor shall bear all expenses related to travel, hotels, per diem, car rental, etc., required to accomplish each repair or service call.
- C. All warranty, maintenance, and repair service must be performed by fully-trained and qualified technicians.

- D. Successful vendor must furnish the Lottery with an adequate supply of screws, nuts, bolts, and other small devices used in machine repair and maintenance which are susceptible to damage or loss.
- E. Successful vendor must furnish a sample of cleaning liquid and cloth/towels recommended for routine cleaning.
- F. Successful vendor must furnish an operating manual including design schematics and recommended routine maintenance.

2. MAINTENANCE AND REPAIR AGREEMENT

- A. For the period following the expiration of the minimum one (1) year warranty period, the successful vendor must provide maintenance and repair for the machine procured under this RFP under a separate agreement with the RIL.

3. WARRANTIES

- A. Successful vendor warrants all goods it furnishes under this RFP shall be free from defects in title, design, material, and workmanship. Successful vendor shall inform the RIL within forty-eight (48) hours of learning of any recalls, manufacturer defects, etc. of any part or components furnished under this RFP.

SECTION G – RESPONSES

1. COMPLIANCE WITH FORMAT

- A. All responses must conform to the RIL's request. Bidders, in their responses, must refer to the specific sections in this RFP.
- B. Responses must be submitted in a manner that will enable the RIL Evaluation Committee to analyze each bidder's response fairly and arrive at a meaningful comparison of proposals.
- C. Except for preprinted brochures or similar material, all pages of the proposals must be clearly numbered in sequential order.

2. PREPARATION COSTS

- A. The RIL will not be responsible for any costs incurred by a bidder in the preparation and submittal of bidder's response.

3. RESPONSE REQUIREMENTS

- A. Responses not conforming to the requirements of the RFP will not be considered.

- B. All responses must be valid for one hundred twenty (120) days.

4. REJECTION RIGHTS

- A. The RIL reserves the right to reject any or all proposals.
- B. Any proposal not containing sufficient information to permit a thorough analysis may be rejected, as will any response that fails to meet the minimum requirements detailed in the RFP.

SECTION H – RESTRICTIONS

1. COMMUNICATIONS

- A. Contact with RIL personnel is limited to written questions sent to the attention of the Evaluation Committee either by e-mail (tkiernan@rilot.ri.gov) or faxed to 401-463-5669 by the date stipulated herein.
- B. Contact with any RIL personnel or officials elected or appointed in the State of Rhode Island in an effort to influence the awarding of this bid shall be grounds for rejection of bidder.
- C. Prior to the awarding of this bid, bidders shall not represent themselves to RIL staff or retailers as having the endorsement of the RIL, nor as the RIL's next supplier of drawing equipment.
- D. Extraordinary requests for exceptions to these restrictions may be directed, in writing, to the RIL Director.
- E. Any bidders causing or attempting to cause a violation or circumvention of this ethical standard may, in the sole discretion of the RIL, be disqualified from further consideration.

SECTION I – RFP SCHEDULE

1. EVENT DATES

- A. The RIL reserves the right to change the dates listed below. If changes are made, new dates will be posted on the Rhode Island State Purchasing Website; and all applicants known to have received the original RFP will be contacted.

RFP Release	Friday	2/21/14
Written Questions Due	Wednesday	2/26/14
Responses to Questions	Thursday	2/27/14
Proposals Due	Friday	3/07/14
Committee Report	Tuesday	3/11/14

SECTION J -SUBMITTAL DATE AND FORMAT

1. INSTRUCTIONS FOR RESPONSE SUBMITTAL

- A. The original and three (3) copies of the bidder's proposal, including all attachments, in the same order as the specific sections of the RFP, as well as the original and three (3) copies of the bidder pricing sheets, must be received by the RIL no later than 4:00 p.m., Eastern Time, on Friday, March 7, 2014. Opening of the technical proposals (not pricing) will be held on Monday, March 10, 2014.
- B. Any proposals received after 4:00 p.m. Eastern Time on Friday, March 7, 2014, will not be accepted.
- C. Proposals and pricing sheets must be submitted in separate envelopes addressed to:

Gerald S. Aubin
Director
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920

- D. Each envelope should be clearly marked to indicate its contents as follows:

“Sealed Bid – Technical Proposal”
“Sealed Bid – Pricing Proposal”